

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in 3 FAH-2 Chapter 4

1. POST: AmEmbassy Muscat, Oman      2. AGENCY: STATE      3. POSITION NO: **A54701**

## 4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_ (Title), \_\_\_\_\_ (Series), \_\_\_\_\_ (Grade)

☐ b. New Position

☒ c. Other (explain) changes in position requirements

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date
a. Post Classification Authority	<b>Registered Nurse, FSN-510</b>	<b>09</b>		
b. Other				
c. Recommended by Initiating Office				

6. POST TITLE OF POSITION (IF ANY)  
**Registered Professional Nurse**

7. NAME OF EMPLOYEE

8. OFFICE/SECTION  
**Management Section**

a. First Subdivision  
**Health Unit**

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

\_\_\_\_\_  
Typed Name and Signature of Employee      Date

\_\_\_\_\_  
Typed Name and Signature of Supervisor      Date

11. This is a complete and accurate description of the duties and position, responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this  
  
and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

\_\_\_\_\_  
Typed Name and Signature of Section Chief or Agency Head      Date

\_\_\_\_\_  
Typed Name and Signature of Human Resources Officer      Date

## 13. BASIC FUNCTION OF POSITION

Working under the general supervision of the Regional Medical Officer (RMO), with day-to-day operational guidance from the Management Officer, maintains an occupational health clinic, offering nursing services, including vital signs and patient assessment, treating and dispensing medication to those having minor complaints. Maintains communications with the RMO, and/or Department of State on all unusual or serious cases, referring patients to physician when indicated. Responds to health emergencies and coordinates treatment with local health authorities, or coordinates medical evacuations with the RMO. Takes call on a rotating basis, and coordinates care for medical clearance exams, maintains the immunization clinic for routine and travel immunizations, and conducts health promotion within the Embassy.

## 14. MAJOR DUTIES AND RESPONSIBILITIES AND % OF TIME

15. **Required Qualifications:**

- A. **Education:** Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.
- B. **Prior Work Experience:** At least two years of occupational health experience, with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility is required (a Registered Nurse who has not attained at least one year of U.S. Federal Agency or U.S. Embassy medical unit experience will be placed one grade lower at the "trainee" level, i.e. Registered Nurse, FSN-510-08(T)/FP-06(T)). Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; child wellness anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.
- C. **Post Entry Training:** Must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care.
- D. **Language Proficiency:** Level IV English ability with a fluency in the use of professional medical terminology is required.
- E. **Knowledge:** Must be able to counsel patients with physical and emotional problems. Further, must be familiar with the use of specialized equipment such as oxygen equipment, defibrillator, electrocardiograms, audiometers and glucometers.
- F. **Abilities and Skills:** Working knowledge of the current coding systems used by M/MED. Should know how to use office equipment such as computers, copiers, typewriters.

## 16. **Position Elements**

- A. **Supervision Received:** Works under the direction and supervision of the Regional Medical Officer (RMO). Receives day-to-day operational guidance from the Management Officer at post. The Regional Medical Officer accomplishes regular monitoring of performance.
- B. **Available Guidelines:** The basic guidelines for Medical Health program are found in 3 FAM 680. Also, regularly published interpretations and specific instructions from M/MED. Post policies and protocols for clinical problems.
- C. **Exercise of Judgment:**  
Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.
- D. **Authority to Make Commitments:**  
Initiates referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders
- E. **Nature, Level and Purpose of Contacts:** Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Ministry of Health.
- F. **Supervision Exercised:** .NA
- G. **Time Required to Perform Full Range of Duties:** Six months

The Health Unit administers the Department of State Medical program at the American Embassy in Muscat under the direct supervision of the Management Officer. The incumbent spends approximately 40% of his/her time on clinical duties and 60% on administrative duties.

**1. *Clinical Duties and Responsibilities***

***40% of Time***

- a) The incumbent is responsible for providing health education to the authorized users of the Health Unit. These responsibilities include: putting together and delivering a briefing for incoming personnel on the medical conditions in Oman, necessary preventative measures, and other ways personnel and their dependents can maintain wellness throughout their stay in Muscat, conducting exit briefings with all personnel to find out ways the Health Unit may improve its delivery of services, and periodically providing information on environmental and occupational health risks such as wadis, beach safety, and stress management.
- b) Administers immunization program, which involves notifying personnel when immunizations are needed and keeping abreast of changes in recommended immunizations
- c) Conducts physical exams as needed.
- d) Counsels clients on a variety of topics including nutrition, care of injuries, prenatal care, alcohol/drug use and abuse, stress management, and other issues that effect physical and mental health.
- e) Responsible for medical emergency and triage care for all injured and ill persons within the American Embassy including American Embassy Personnel, USG personnel on temporary duty to the Embassy, and visitors to the Embassy.
- f) Provides patient assessment, diagnosis, and medical intervention; liaises with appropriate local facility for medical intervention if problems are outside the established scope of nursing practice.
- g) In the absence of the Regional Medical Officer, treats additional problems on the basis of established protocols or in consultation with post medical advisor. For problems beyond the scope of management, direct referrals are made with follow-up to be certain adequate care is provided.
- h) Performs laboratory tests including routine dip sticks, strep screen tests, and stool hemocult tests.
- i) Under the supervision of the RMO, assists with and helps coordinate the care and movement of medevac patients. Includes writing and sending cables asking for medevac authorization to the RMO and M/MED. Must be able to access the nature of a situation, i.e. if it is life threatening, and take appropriate action if necessary.
- j) At a minimum, provides daily visits to all hospitalized patients to help assure quality care and improve morale.
- k) Provides emergency after-hours care if necessary in either the home, health unit, or hospital. May be asked to be on call with other nurses.

- l) Advises and assists Regional Medical Officers and Regional Psychiatrist during their visits.
- m) Trains or helps initiate first aid and CPR training programs for post personnel.
- n) Other duties as required.

## **2. *Administrative Duties***

***55% of Time***

- a) Drafts and sends medevac cables to the RMO and M/MED.
- b) Assists departing personnel with the physical clearance process. Sets up physical clearances either through the State Department or locally. For local exams this involves requesting and receiving the necessary fiscal data from M/MED before the examination may take place.
- c) Coordinates medical examinations for potential Embassy employees and evaluates results of these exams and makes recommendations for hiring based on the exams.
- d) Responsible for maintaining all first aid kits and other safehaven equipment in Embassy. Responsibilities include checking kits, replacing items, and conducting periodic inventories.
- e) Supervises the cleanliness standards of the health unit and attends to the esthetic qualities of the unit.
- f) Inspects official kitchens (Embassy, Residence 2, EMR, and DCR) every six months and notes health and safety items which need improvement.
- g) Does independent research and documentation on the local health care providers and health and sanitary conditions in the host country. This information is incorporated into the on-going revisions of the post health handbook, the blood donor program, and the yearly analysis of the country water supply, and other reports as required.
- h) Monitors statistics produced by local organizations which track epidemiological statistics. Liaises with Malaria control center and center for infectious diseases. Ascertains threat to the community and implements preventive measures during increased threats of exposure.
- i) Meets with and maintains relationships with vendors, pharmacies, hospitals, physicians, and laboratories in order to obtain advice, equipment, and medical support when needed.
- j) Coordinates daily and long-range health unit goals and needs.
- k) Establishes standards and protocols for the use, maintenance, and replacement of all equipment and supplies in the health unit. This includes tracking the expiration dates of perishable items and instituting reordering schedules to keep these items in stock. Recommends the purchase of new supplies and equipment. Maintains controlled drugs in a manner that prevents unauthorized use and tracks the usage of controlled items. Requests for the purchase of supplies are done on a quarterly basis. Also maintains all office supplies for unit.
- l) Maintains all medical records on personnel under care.
- m) Protects patient confidentiality.

- n) Maintains a number of lists and initiates actions based on the information in them—blood donor list, immunization schedules, census.
- o) Maintains a small library with health related information for authorized users. Updates information and adds to collection as needed.
- p) Maintains all official correspondence and writes reports as required.
- q) Represents the State Department Medical Program and is the medical advocate for mission personnel and is the Mission expert on local medical conditions. This involves serving on a number of committees, contributing to reports as required, and advising Mission management on policies and practices.

***Other duties as required.***

***5% of Time***